

# SUMMARIZED HMIS DATA DEFINITIONS

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## SUMMARIZED HMIS DATA DEFINITIONS

The table below illustrates the required data collected in the Snohomish County HMIS, the participants the data relate to, and when it should be collected. To access the full version of the 2010 HMIS Data Standards, follow the link: [https://www.onecpd.info/resources/documents/FinalHMISDataStandards\\_March2010.pdf](https://www.onecpd.info/resources/documents/FinalHMISDataStandards_March2010.pdf)

SUMMARIZED HMIS DATA ELEMENTS								
	Participants			When Collected				
	All Clients	All Adults	All Adults & Unaccompanied Youth	Initial Program Entry	Every Program Entry	At least once annually during program enrollment	Every Program Exit	When Services Provided
Name	x			x				
SS#	x			x				
Date of Birth	x			x				
Race	x			x				
Ethnicity	x			x				
Gender	x			x				
Veteran Status		x			x			
Disabling Condition	x				x			
Residence Prior to Program Entry			x		x			
Zip Code of Last Permanent Address			x		x			
Housing Status	x				x			
Program Entry Date	x				x			
Program Exit Date	x						x	
Income and Sources	x				x	x	x	
Non-Cash Benefits	x				x	x	x	
Physical Disability	x				x	x	x	
Developmental Disability	x				x	x	x	
Chronic Health Condition	x				x	x	x	
HIV/AIDS	x				x	x	x	
Mental Health	x				x	x	x	
Substance Abuse	x				x	x	x	
Domestic Violence			x		x			
Destination	x						x	
Employment	x				x		x	
Education	x				x		x	
General Health Status	x				x		x	
Pregnancy Status	x				x			
Veteran's Information		x			x			
Children's Education					x		x	
Reasons for Leaving	x						x	
Services Provided								x

## SUMMARIZED HMIS DATA DEFINITIONS

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The remaining pages describe each HMIS data element, the rationale, definitions and instructions, and any special issues or considerations.

### **Name - 3.1**

*Rationale:* The first, middle, last names, and suffix should be collected to support the unique identification of each person served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Capture the client's full first, middle, and last names and any suffixes (e.g., John David Doe, Jr.). Programs should seek to obtain legal names only and avoid aliases or nicknames.

*Required Response*

### **Social Security Number - 3.2**

*Rationale:* The collection of a client's Social Security Number (SSN) and other personal identifying information is required for two important reasons. First, unique identifiers are key to producing an accurate, unduplicated local count of homeless persons accessing services covered by HMIS. This is particularly critical in jurisdictions where CoC providers do not share data at the local level and are, therefore, unable to use a *Unique Person Identification Number* to de-duplicate (at intake) across all the programs participating in the CoC's HMIS. Where data are not shared, CoCs must rely on a set of unique identifiers to produce an unduplicated count in the central server once the data are sent to the HMIS Lead Agency. Name and date of birth are useful unique identifiers, but these identifiers alone do not facilitate as accurate an unduplicated count of homeless persons as the SSN since names change and people share the same date of birth. Where data are shared across programs, the SSN greatly improves the process of identifying clients who have been served and allows programs to de-duplicate upon program entry. Second, an important Congressional goal is to increase the use of mainstream programs by homeless persons. To achieve this goal, homeless service providers need the SSN along with the other personal identifiers in order to access mainstream services for their clients.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* In one field, record the nine-digit Social Security Number. In another field, record the appropriate SSN type (data quality code).

### **Date of Birth - 3.3**

*Rationale:* The date of birth can be used to calculate the age of persons served at time of program entry or at any point in receiving services. It will also support the unique identification of each person served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

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*Subjects:* All clients.

*Definitions and Instructions:* Collect the month, day, and year of birth for every person served. If a client cannot remember the year of birth, ask the person's age and calculate the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of "01" for month and "01" for day. Approximate dates for month and day will allow calculation of a person's age within one year of their actual age. In another field, record the appropriate date of birth type (data quality code).

### **Race – 3.4**

*Rationale:* Race is used to count the number of homeless persons who identify themselves within five different racial categories.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* In separate data fields, collect the self-identified race of each client served. Allow clients to identify multiple racial categories. Staff observations should not be used to collect information on race. Definitions of each of the race categories are as follows:

1 = American Indian or Alaska Native *is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.*

2 = Asian *is a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.*

3 = Black or African American *is a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."*

4 = Native Hawaiian or Other Pacific Islander *is a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.*

5 = White *is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.*

### **Ethnicity – 3.5**

*Rationale:* Ethnicity is used to count the number of homeless persons who identify themselves as Hispanic or Latino.

*Data Source:* Client interview or self-administered form.

*Subjects:* All clients.

*Definitions and Instructions:* Collect the self-identified Hispanic or Latino ethnicity of each client served. Staff observations should not be used to determine ethnicity. The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.

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### **Gender – 3.6**

*Rationale:* To create separate counts of homeless men, women and transgendered clients served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Record the reported gender of each client served. Gender should be assigned based on the client's self-perceived gender identity. Transgender is defined as identification with, or presentation as, a gender that is different from the gender at birth.

### **Veteran Status – 3.7**

*Rationale:* To determine the number of homeless veterans.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All adults served.

*Definitions and Instructions:* A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

### **Disabling Condition – 3.8**

*Rationale:* Disability condition is needed to help identify clients that meet HUD's definition of chronically homeless and, depending on the source of program funds, may be required to establish client eligibility to be served by the program.

*Data Source:* Client interview, self-administered form, or assessment. Where disability is required to determine program eligibility, the data source is the evidence required by the funding source.

*When Data are Collected:* At any time **after** the client has been admitted into the program (unless a disabling condition is required for determining the client's eligibility for the program).

*Subjects:* All clients served.

*Definitions and Instructions:* For this data element, a disabling condition means: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

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### **Residence Prior to Program Entry – 3.9**

*Rationale:* To identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* At any time **after** the client has been admitted into the program (unless a residence just prior to program admission is required for determining the client's eligibility for the program).

*Subjects:* All adults served and unaccompanied youth served.

*Definitions and Instructions:* Record the type of living arrangement of the client the night before their entry into the program. For rental by client and owned by client, select the response that includes the type of housing subsidy, if any, the client received. A housing subsidy may be tenant-, project- or sponsor-based and provides ongoing assistance to reduce rent burden. This includes either a housing subsidy provided through the Veterans Affairs Supportive Housing (VASH) program or other housing subsidy. Other housing subsidies may include a HUD-funded subsidy (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidy (e.g., state rental assistance voucher).

### **Zip Code of Last Permanent Address – 3.10**

*Rationale:* To identify the former geographic location of persons experiencing homelessness or current geographic location of persons who are at risk of homelessness.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* Upon any program entry or as soon as possible thereafter.

*Subjects:* All adults and unaccompanied youth served.

*Definitions and Instructions:* In one field, record the five-digit zip code of the apartment, room, or house where the client last lived for 90 days or more. In another field, record the appropriate zip code type (data quality code).

*Special Issues:* HPRP and other homelessness prevention programs serving persons who are currently living in housing that they have resided in for 90 days or longer (as of the Program Entry Date) should record the zip code of the apartment, room, or house, where the client is currently living.

### **Current Address – Non-HMIS**

*Rationale:* To identify the current geographic location of persons receiving assistance from "scattered-site" rental assistance programs.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* Upon any program entry or as soon as possible thereafter.

*Subjects:* Heads of household

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*Definitions and Instructions:* Record the street address, zip code, and city where the client is currently staying. This does not apply to “fixed” locations such as emergency shelter and transitional housing facilities.

### **Housing Status – 3.11**

*Rationale:* To identify persons who, at program entry and program exit, are literally homeless; housed, but at imminent risk of losing their housing; housed, but at-risk of losing their housing; or in a stable housing situation. This data element allows programs that serve homeless and non-homeless persons to separate these two populations for reporting purposes. This data element is not intended to be used for program eligibility determination purposes, as program eligibility criteria may vary by program and/or funding source. This information can help homelessness prevention programs target their resources appropriately.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter and at program exit for all programs except emergency shelters. This information may be needed prior to admission to determine program eligibility.

*Subjects:* All clients.

*Definitions and Instructions:* For each client, determine whether the client is: literally homeless; imminently losing their housing; unstably housed and at-risk of losing their housing; or stably housed at program entry and exit. A client must be coded to a single response category. For clients exiting a program, the Housing Status should reflect their housing status immediately after exiting the program as determined by the client’s housing destination and anticipated housing stability.

Persons who are ***literally homeless*** include people who at program entry or program exit are in one of the following:

- Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- A supervised publicly or privately operated shelter designated to provide temporary living arrangements including hotels and motels paid for by Federal, State, or local government programs for low-income individuals
- or by charitable organizations, congregate shelters, and transitional housing for homeless persons);
- A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Fleeing a domestic violence situation.

Persons who are ***imminently losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless, per above definition;
- Are imminently losing their housing, whether permanent or temporary;
- Have no subsequent housing options identified; and
- Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

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- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Being discharged from a hospital or other institution;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation;

Persons who are ***unstably housed and at-risk of losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless or imminently losing their housing, per above definitions;
- Are experiencing housing instability, but may have one or more other temporary housing options; and
- Lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- Frequent moves because of economic reasons;
- Living in the home of another because of economic hardship;
- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Living in a hotel or motel not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
- Living in severely overcrowded housing;
- Being discharged from a hospital or other institution; or
- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

Persons who are ***stably housed*** are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).

### **Program Entry Date – 3.12**

*Rationale:* To determine the start of a client's period of program involvement with any program. This data element is needed for reporting purposes for all programs and to measure lengths of stay for residential programs.



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*Data Source:* Program staff.

*When Data are Collected:* Upon any program entry (whether or not it is an initial program entry).

*Subjects:* All clients.

*Definitions and Instructions:* Record the month, day, and year of first day of service or program entry. For residential programs, this date would represent the first day of residence in the program following residence at any other place. There should be a new program entry date (and corresponding exit date) for each continuous period of residence. If there is a gap in residence (except for gaps allowed in Permanent Supportive Housing programs), a return to the residential program should be recorded as a new program entry date. Residential programs not required to collect program-specific data that are using alternative models to track length of stay, as described in Section 2.12, may determine a specified period of non-attendance after which a program exit date is generated and a subsequent return to the residential program requires a new program entry date along with the collection of other data required upon each new program admission. For services, this date may represent the day of program enrollment, the day a service was provided, or the first date of a period of continuous participation in a service (e.g., daily, weekly or monthly). There should be a new program entry date (and corresponding program exit date) for each period of service. Therefore, any return to a program after a break in treatment, completion of the program, or termination of the program by the user or provider must be recorded as a new program entry date. A definition of what constitutes a break in the treatment depends on the program and needs to be defined by program staff. For example, programs that expect to see the same client on a daily (or almost daily) basis may define a break in treatment as one missed day that was not arranged in advance or three consecutive missed days for any reason. Treatment programs that are scheduled less frequently than a daily basis may define a break in treatment as one or more missed weekly sessions.

### **Program Exit Date – 3.13**

*Rationale:* To determine the end of a period of program involvement for all clients of CoC Programs. This data element is required for reporting purposes for all programs and to calculate the lengths of stay in residential programs or the amount of time spent participating in services-only CoC Programs.

*Data Source:* Program staff.

*When Data are Collected:* Upon any program exit.

*Subjects:* All clients.

*Definitions and Instructions:* Record the month, day and year of last day of service. For a program providing housing or shelter to a client, this date would represent the last day of continuous residence in the program's housing before the client transfers to another residential program or otherwise stops residing in the shelter or housing program. For example, if a person checked into an overnight shelter on January 30, 2008, stayed over night and left in the morning, the last date of service for that shelter stay would be January 31, 2008. If the client returned on February 2, 2008, a new program entry date is recorded. To minimize staff and client burden at shelters that require most (or all) clients to reapply for service on a nightly basis, the provider can enter the entry and exit date at the same time or can specify software that automatically enters the exit date as the day after the entry date for clients of the overnight program.

### **Income and Sources – 4.1**

*Rationale:* Income and sources of income are important for determining service needs of people at the time of program entry, determining whether they are accessing all income sources for which they are eligible, and describing

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the characteristics of the homeless population. Capturing the receipt of cash income from various sources will help to: ensure all income sources are counted in the calculation of total income; enable program staff to take into account the composition of income in determining needs; determine if people are receiving the mainstream program benefits to which they may be entitled; help clients apply for benefits assistance; and allow analysis of changes in the composition of income between entry and exit from the program and annual changes prior to program exit. Income data are also needed to complete APRs for all HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview, self-administered form, and/or case manager records.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) whether the client receives any income from any source listed below in the past 30 days, (b) if the client received any earned income, the amount of income received in the past 30 days (recording the amount of income received is optional for all other income sources, although recording client's total income is still required) and (c) the client's total monthly income (rounded to the nearest U.S. dollar). Allow clients to identify multiple sources of income. As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member. The same income source and income amount should not be assigned to more than one person in the same household. For example, for a household with one adult and three children, if only the adult member of the household reports earned income then that adult's record should have a "Yes" for earned income, and the amount of earned income received over the past 30 days. The children in the household should have a "No" value for earned income. For Temporary Assistance for Needy Families, Child Support, Alimony or other spousal support income, the "Receiving Income from Source" and "Amount from Source" responses should be assigned to the adult member of the household who is issued the income payment. For Supplemental Security Income (SSI) received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the program may assign the SSI benefit to the child's parent or legal guardian.

### **Non-Cash Benefits – 4.2**

*Rationale:* Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to ascertain a more complete picture of their economic circumstances. This information is needed to complete APRs and QPRs for HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview, self-administered form, and/or case manager records.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* For each source listed below, determine if the client received any non-cash benefits in the past 30 days. Clients may identify multiple sources of noncash benefits. For households with more than one member,

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non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended. For example, if an entire family is enrolled in Medicaid, the “Non-cash benefits received from any source in the past 30 days” question would be assigned as “Yes” for all household members and the “Source of non-cash benefit: Medicaid health insurance program” would be assigned as “Yes” for all household members.

### **Physical Disability – 4.3**

*Rationale:* To count the number of physically disabled persons served, determine eligibility for disability benefits, and assess the need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form, or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) if the client has a physical disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of this Notice, a physical disability means a physical impairment which is (a) expected to be of long, continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions.

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children’s disability should be determined based on an interview with the adult in the household. If the response to physical disability is yes, the case manager records must document the physical disability. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

### **Developmental Disability – 4.4**

*Rationale:* To count the number of developmentally disabled persons served, determine eligibility for disability benefits, and assess their need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

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*Definition and Instructions:* In separate fields, determine (a) if the client has a developmental disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of this Notice, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household. If the response to developmental disability is yes, the case manager records must document the developmental disability. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

### **Chronic Health Condition – 4.5**

*Rationale:* To count the number of persons served with severe health conditions and assess their need for healthcare and other medical services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) if the client has a chronic health condition, and (b) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the program. For the purposes of this Notice, a chronic health condition means a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household. If the response to chronic health condition is yes, the case manager records must document the chronic health condition. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

### **HIV/AIDS – 4.6**

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*Rationale:* To count the number persons served who have been diagnosed with AIDS or have tested positive for HIV and assess their need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine if the client (a) has been diagnosed with AIDS or has tested positive for HIV, and (b) if the client is currently receiving services or treatment for this diagnosis or received services or treatment prior to exiting the program.

*Special Issues:* This information is required for determining eligibility for the HOPWA program. Such information is covered by confidentiality requirements. As in other areas involving sensitive or protected client information, information should be recorded only when a program or project has adequate data confidentiality protections. These protections include agency policies and procedures and staff training to ensure that HIV related information cannot be learned by anyone without the proper authorization. Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

### **Mental Health – 4.7**

*Rationale:* To count the number of persons with mental health problems served and to assess the need for treatment. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate data fields, determine: (a) if the client has a mental health problem, (b) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program. A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based

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on an interview with the adult in the household. If the response to mental health condition is yes, the case manager records must document the mental health condition. Documentation includes written verification should from a state-licensed professional, such as a medical service provider or a healthcare provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

### **Substance Abuse – 4.8**

*Rationale:* To count the number of persons served with substance abuse problems and to assess the need for treatment. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate data fields, determine (a) if the client has an alcohol or drug abuse problem or both, (b) if the problem is expected to be of long continued and indefinite duration *and* substantially impedes a client's ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program.

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

### **Domestic Violence – 4.9**

*Rationale:* Ascertaining whether a person is a victim of domestic violence is necessary to provide the person with the appropriate services to prevent further abuse and to treat the physical and psychological injuries from prior abuse. Also, ascertaining that a person may be experiencing domestic violence may be important for the safety of program staff and other clients. At the aggregate level, knowing the size of the homeless population that has experienced domestic violence is critical for determining the resources needed to address the problem in this population. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment.

*Subjects:* All adults and unaccompanied youth served.

*Definition and Instructions:* In separate fields, determine (a) if the person has ever been a victim of domestic violence, and (b), if so, how long ago did the person have the most recent experience.

*Special Issues:* Programs should be especially sensitive to the collection of domestic violence information from clients and should implement appropriate interview protocols to protect client privacy and safety such as: asking this question in a private location and not in the presence of a romantic partner; delaying all entry of data about clients



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identified with a recent history of domestic violence; or choosing not to disclose data about clients with a history of domestic violence to other homeless programs.

### **Destination – 4.10**

*Rationale:* Destination is an important outcome measure needed to complete APRs and QPRs for all HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview or self-administered form.

*When Data Are Collected:* At program exit.

*Subjects:* All clients served.

*Definition and Instructions:* Determine the response value that best describes where the client will be staying after they leave the program. For clients who will be staying with family or friends, select the response that includes the expected tenure of the destination (permanent or temporary). For rental by client and owned by client, select the response that includes the type of housing subsidy, if any, the client will be receiving. A housing subsidy may be tenant-, project- or sponsor-based and provides ongoing assistance to reduce rent burden. This includes either a housing subsidy provided through the Veterans Affairs Supportive Housing (VASH) program or other housing subsidy. Other housing subsidies may include a HUD-funded subsidy (e.g., public housing, Housing Choice Voucher or “Section 8”) or other housing subsidy (e.g., state rental assistance voucher).

### **Employment – 4.15A**

*Rationale:* To assess client’s employment status and need for employment services.

*Data Source:* Client interview or self-administered form.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* In separate fields, determine: (1) if the client is currently employed; (2) if currently employed, how many hours did the client work in the last week; (3) if currently employed, is the work permanent, temporary, or seasonal; and (4) if the client is not currently working, if they are currently looking for work and/or increased work hours. Seasonal employment is work that can, by the nature of it, ordinarily only be performed during a certain season in the year. Temporary employment is work for a limited time only or for a specific piece of work and that work will last a short duration. Permanent employment is work that is contemplated to continue indefinitely.

### **Education – 4.15B**

*Rationale:* To assess client’s readiness for employment and need for education services.

*Data Source:* Client interview or self-administered form.

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*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* In four separate fields, determine: (1) if the client is currently in school or working on any degree or certificate; (2) whether the client has received any vocational training or apprenticeship certificates; (3) what is the highest level of school that the client has completed; and (4) if the client has received a high school diploma or General Equivalency Diploma (GED), what degree(s) has the client earned. Allow clients to identify multiple degrees.

### **General Health Status – 4.15C**

*Rationale:* Information on general health status is a first step to identifying what types of health services a client may need. This data element permits the self-reported health status of clients to be compared with the self-reported health status of the U.S. population in general.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* Determine how the client assesses his/her health (and the health of minors with the household, if applicable) in comparison to other people their age.

### **Pregnancy Status – 4.15D**

*Rationale:* To determine eligibility for benefits and need for services, and to determine the number of women entering CoC programs while pregnant.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry.

*Subjects:* All females of child-bearing age served.

*Definition and Instructions:* In separate fields, determine (a) if a client is pregnant and (b), if so, what is the due date. The due date is one field that consists of the two-digit month, two-digit day and four-digit year. If the day is unknown, programs are encouraged to record “01” as a default value. Communities that already have a policy of entering another approximate day may continue this policy.

*Special Issues:* Records for pregnant clients should be updated automatically to account for changes in clients’ pregnancy status (e.g., following the birth of a child). Using the “If yes, due date” field, the HMIS should automatically update, but not overwrite, the client’s record by changing the “Pregnancy status” field from “Yes” to “No” once the due date passes. This is a transactional data element and changes in pregnancy status should be recorded in data fields without overwriting previously entered data.

### **Veteran’s Information – 4.15E**



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*Rationale:* To collect a more detailed profile of the homeless veteran's experience and to determine eligibility for Department of Veterans Affairs (VA) programs and benefits. These questions were developed in consultation with the VA and reflect HUD's continuing effort to standardize data definitions and standards across federal agencies.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry.

*Subjects:* All persons who answered "Yes" to Veterans Status data element.

*Definition and Instructions:* In separate fields, determine: 1) which military service era did the client serve; 2) how many months did the client serve on active duty in the military; 3) if the client served in a war zone; 4) if the client served in a war zone, the name of the war zone; 5) if the client served in a war zone, the number of months served in the war zone; 6) if the client served in a war zone, whether the client received hostile or friendly fire; 7) what branch of the military did the client serve in; and 8) what type of discharge did the client receive. In identifying the military service era served by the client, programs are encouraged to begin with the most recent service era and proceed in descending order through the various eras. Allow clients to identify multiple service eras and branches of the military.

### **Children's Education – 4.15F**

*Rationale:* To determine if homeless children and youth have the same access to free, public education, including public preschool education, that is provided to other children and youth. It can also serve as an important outcome measure. These questions were developed in consultation with the U.S. Department of Education.

*Data Source:* Client interview or case manager records.

*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All children between 5 and 17 years of age.

*Definition and Instructions:* For each child, determine in separate fields: 1) if the child is currently enrolled in school; 2) if the child is currently enrolled, the name of the school; 3) if the child is currently enrolled, indicate if the child is connected with the McKinney-Vento Homeless Assistance Act school liaison; 4) the type of school; 5) if the child is not currently enrolled in school, what date was the child last enrolled in school; and 6) what problems has the head of household had in getting the child enrolled into school. The last date of enrollment consists of the two-digit month and four-digit year. If the month is unknown, programs are encouraged to record "01" as a default value. If the year is unknown, programs should leave the data field blank. When identifying the problems the head of household encountered when enrolling the child in school, allow clients to identify multiple reasons for not enrolling the child in school.

### **Reason for Leaving – 4.15G**

*Rationale:* Reason for leaving is used, in part, to identify the barriers and issues clients face in completing a program or staying in a residential facility, which may affect their ability to achieve economic self-sufficiency.

*Data Source:* Client interview, self-administered form or case manager records.

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*When Data Are Collected:* At program exit.

*Subjects:* All clients served.

*Definition and Instructions:* Identify the reason why the client left the program. If a client left for multiple reasons, record only the primary reason.

### **Client ID – 3.14 – Auto-generated**

*Rationale:* Every client receiving services from a program within Snohomish County HMIS is assigned a client ID (Personal Identification Number), which is a permanent and unique number generated by Client Track automatically. The ID is used to generate unduplicated counts of persons served in Snohomish County.

*Data Source:* The ID is generated by HMIS. Where data is shared, staff will determine at intake whether a client has been assigned an ID previously by any of the participating programs. To make this determination, the staff enters the client name into HMIS. HMIS then searches for matching records. If a match is found, the same ID will be used to enter data. If no matches are found, a new randomly generated ID is assigned to the client.

*When Data Are Collected:* Upon program entry.

*Subjects:* All clients served.

*Definition and Instructions:* None. The HMIS application, Client Track, automatically generates the ID.

### **Household/Family Account ID – 3.15 – Auto-generated**

*Rationale:* Every household receiving services from a program within Snohomish County HMIS is assigned a family account ID, which is a permanent and unique number generated by Client Track automatically. The ID is used to link individual clients into a household account. It is possible that clients have multiple family IDs if the client leaves one household and enters another.

*Data Source:* The family account ID is generated by HMIS.

*When Data Are Collected:* Upon program entry and when household structure changes.

*Subjects:* All households served.

*Definition and Instructions:* A household is a single individual or a group of persons who together apply for a program. The HMIS application, Client Track, automatically generates the ID when a household is created in the system (basic intake).

### **Enrollment Case ID – Auto-generated**

*Rationale:* Recognizing that household structure changes, every program enrollment will record an Enrollment Case ID. Every individual person within the household account that is actively receiving services from a program will be included in the Case ID. Each new, or subsequent enrollment, will have a unique Case ID. Individuals within a household/family account that are not receiving services from the program will not be included in the Case ID.

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*Data Source:* The Case ID is generated by HMIS each time a new program enrollment is created.

*When Data Are Collected:* Upon each program entry.

*Subjects:* All clients served within a particular household.

*Definition and Instructions:* None. The HMIS application, Client Track, automatically generates the ID when a program enrollment is created.

### **Enrollment ID – Auto-generated**

*Rationale:* Recognizing that individuals may have multiple program enrollments within Snohomish County, the enroll id captures these multiple episodes/enrollments.

*Data Source:* The Enrollment ID is generated by HMIS each time a new program enrollment is created for an individual.

*When Data Are Collected:* Upon each program entry.

*Subjects:* All clients served.

*Definition and Instructions:* None. The HMIS application, Client Track, automatically generates the ID when a program enrollment is created.